

DATE

7/20/87

## TRANSMITTAL SLIP

TO:

EA/DDA

ROOM NO.

BUILDING

REMARKS:

EXA JK 22 JUL 1987File in "Reducing Bureaucracy"  
Folder.

FROM:

D/MS

ROOM NO.

BUILDING

EXTENSION

DDA  
SI

EXA/7DA

*a late entry. You  
may be able to  
have a record of  
this off-line.*

SUBJECT: Reducing Bureaucracy

1. There is too much bureaucracy in purchasing computer equipment. With four offices involved (the purchasing office, OS for security approval, OL for procurement, and OIT for standards and maintenance) and numerous documents to assemble (Requisition, TRN, PC Plan, Request for Services, blueprints, etc.) it is impossible to get timely delivery when going through regular channels.

2. The Terminal Request procedure needs to be overhauled. The current two-month minimum delay (including survey) for service is unacceptable. TRNs should be available on-line so that everyone from the initiator to the contractor can see the status, including all work orders associated with it.

3. OP's method of notifying OMS of applicants who have been cancelled out of processing is cumbersome and wasteful. OP uses an online cancellation form for each person cancelled, and sends it via AIM. This form is then printed out in OMS in the original report format, one name per sheet. Actually, three pages are generated for each name, because AIM treats each form as a separate file, and the Xerox 2700 printer automatically prints a first and last page for each file (this feature cannot be turned off). When we asked OP if we could have a simple listing instead, they said there was no way they could produce one with their current procedures. Surely there is an alternative that can be devised. If OMS could have an online file in lieu of hundreds of pages of output, two-thirds of which are waste, it could serve multiple uses in data base update and would eliminate a lot of manual effort.

4. OIT maintains, more or less, a data base which purports to detail level of usage on interactive terminals. Such a data base, if accurate, would be an extremely useful tool with which to maximize terminal resources during this extended moratorium on new COMTEN ports for the DA. However, in its present state the reports generated from it are totally unreliable because of incomplete, inaccurate, mislabeled and missing data. This is a potentially valuable tool which OIT has allowed to remain in this disgraceful state for too many years.

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